



March Inland Port Airport Authority AIRFIELD PERMITS UNIT



INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE VENDOR PERMIT AND MOTOR VEHICLE OPERATING PERMIT DECALS

A Non-Exclusive Vendor Permit (NVP) is a contractual agreement issued through the March Inland Port (MIP) Airport Permits Unit granting the non-exclusive right to provide contract services on MIP property. This NVP is in affect between March Inland Port Airport Authority (MIPAA) and any service company, tenant, building owner, or air carrier (“entities”). The NVP is established to ensure the entities understand that services providers are required to enter into an NVP with MIP prior to providing contract services on MIP property for the entities. Services may include, but are not limited to: into-plane & fuel delivery services; parking, towing, pushback, loading & unloading of aircraft; ramp services; baggage handling & porter services; aircraft servicing, repairing & cleaning; servicing, fueling, & rental of ground equipment; catering, commissary or food services; vending machine suppliers, passenger ticketing; weather reporting; flight planning; cargo handling; maintenance, janitorial services; and security services. For those companies requiring motor vehicle access to the Air Operations Area (AOA), Motor Vehicle Operating Permits (MVP) will be included in the NVP. Vendors requiring unescorted access to the AOA are required to obtain an MIP access badge and pass the required background checks and successfully pass the driver’s training rest. The Agreement will be issued for the period not to exceed five years or consistent with the terms of the service agreement with any of the entities.

The following guideline will assist you in obtaining a Non-Exclusive Vendor Permit, Airport Access Media, and Motor Vehicle Operating Permit. Other requirements, as determined Airfield Permits, may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

REQUIREMENTS

To obtain an Agreement, please provide the following information/documentation:

Note: The permit process may take up to 30 days to complete.

Letter of Intent – A contractual agreement with an air carrier, tenant or company currently providing services at MIP must be in place before an NVP can be issued.

1. On company letterhead, please provide a contact, an at-will agreement or maintenance agreement between your company and the awarding company/agency (“Sponsor”).
2. List the contract number and is contractual term (start and end dates).
3. Describe, in detail, the type of the work or services to be preformed.
4. Indicate the work location(s): address, post number(s), terminals, rooms, buildings, airfield, customs areas, etc.
5. Indicate if tools or equipment will be used.
6. Indicate if motor vehicle access is required on the airfield and why.
7. Indicate anticipated number of employees needed to perform services.
8. Indicate if airport access is required.
9. Indicate the Estimated Annual Revenue anticipated from the contract(s).

Verification Letter from Sponsor – On company letterhead (from each entity to whom services are to be provided), include the following information:

1. This letter should include items 1-6 of the Letter of Intent

Information Sheet – Complete enclosed form and attach proof of company business type (Corporation, LLC, Sole Proprietor, etc.), state license and insurance certificate compliant with insurance coverage/requirements provided by MIP for your specific type of service. If a separate contact for Motor Vehicle Operations is needed, complete the Company Contact Form for Motor Vehicle Operating permit, if the contact is the same for both, indicate same on Contact Form.

Vehicle List – Complete the vehicle list (Motor Vehicle Operating Permit Decals) with the vehicle information on all company owned vehicles. A copy of the current registration for each vehicle must be provided. Only company owned vehicles will be permitted on the AOA at MIP, no private vehicles are allowed access.

Airport Access Media - for those requiring access to the AOA, please request MIP provide a badge application packet and drivers training material.

Business Tax Registration Certificate (BTRC) – Provide the number of your company’s BTRC, issued by the City.

Affirmative Action – Execute section in NVP

Insurance – Must be approved by MIPAA. For questions or information regarding insurance, please see insurance minimum in NVP criteria or call MIPAA at (951) 656-7000.

SPECIAL INSTRUCTIONS:

Security Service Companies Only – Provide a copy of the license issued by the State of California, Department of Consumer Affairs.

Property Leasing/Subleasing – For operations which require facilities or storage of ground equipment, an approved sublease with MIP must be in place prior to the issuance of any agreement.

Corporate Documentation – A copy of the legal entities Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For dba’s a copy of the fictitious business documentation is also required.

FORMS AND DOCUMENTS

The following forms are enclosed for your use and convenience:

- Permit Application Instructions
- Non-Exclusive Vendor Permit Contact Information Form
- Non-discrimination/Affirmative Action Questionnaire (Exhibit “E” of NVP)
- Insurance Compliance Section General Information Sheet (Exhibit “D” of NVP)
- Sample “Ground Service Activity Report” form
- Request for Taxpayer Identification Number and Certification – W9
- Best Management Practices (BMP’s) reference guide
- Best Management Practices Guidelines *Acknowledgment & Signature Form* (Exhibit “F” of NVP)
- Motor Vehicle Operating Permit Decal List
- Rules and Regulations (Exhibit “G” of NVP)

In order to obtain a Non-Excusive Vendor Permit with Motor Vehicle Permit, the enclosed documentation must be completed and returned, either in person or by mail to:

March Inland Port Airport Authority
14205 Meridian Pkwy., STE 140
Riverside, CA 92518

Phone: (951) 656-7000 Fax: (951) 653-5558

MIPAA Rules and Regulations may be obtained at www.marchjpa.com

FORMS AND DOCUMENTS

The following forms are enclosed for your use and convenience:

- Permit Application Instructions
- Non-Exclusive Vendor Permit Information Form
- Non-discrimination/Affirmative Action Questionnaire
- Insurance Compliance Section General Information Sheet
- Sample “Ground Service Activity Report” and Miscellaneous Services Activity Reports” forms
- Business Tax Registration Certificate (BTRC) Information Package
- Best Management Practices (BMP’s) reference guide
- Motor Vehicle Operating Permit Decal List
- Rules and Regulations (Vehicle Permit)
- Insurance Requirements

In order to obtain a Non-Excusive Vendor Permit with Motor Vehicle Permit, the enclosed documentation must be completed and returned, either in person or by mail to:

March Inland Port Airport Authority
23555 Meyer Dr.
Riverside, CA 92518

Phone: (951) 656-7000 Fax: (951) 653-5558



March Inland Port Airport Authority
NON-EXCLUSIVE VENDOR PERMIT
CONTACT INFORMATION



BUSINESS INFORMATION

Corporate (or Legal) Name of Company: _____

Business Name (dba): _____

Corporate Contact: _____

Mailing Address: _____

Billing Contact: _____

Billing Address: _____

OPERATIONAL INFORMATION

Terms: Start Date: _____ : End Date: _____

Description of service(s) to be provided: _____

Leasing/Subleasing Space? Yes / No

From: _____

List all companies, air carriers, and/or military for whom contract services will be provided: _____

List facilities/areas on MIPAA property, including leased premises, where access is required to conduct business:

CONTACT INFORMATION (Designated contact)

Contact Name: _____

Title _____

Mailing Address: _____

Phone: () _____ FAX: () _____ E-mail: _____

(Please attach any other relevant information related to your company or its operations. Thank you.)

AFFIRMATIVE ACTION FORM

EQUAL EMPLOYMENT OPPORTUNITY

I am aware of the provision of Part 60-1.4(B) of Section 41 of the Code of Federal Regulations and hereby certify that I shall:

1. Not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. Will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

3. Will send to each labor union or representative of workers with which s/he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Vendor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.

5. Will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of noncompliance with the nondiscrimination clauses of the Permit or with any of the said rules, regulations, or orders, the Permit may be canceled, terminated or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedure authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. Will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every sub-Permit or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon any successor or assign of the Vendor. I will take such action with respect to any sub-Permit or purchase order as the administering agency may direct as a means of enforcing such

provision, including sanctions for noncompliance; provided, however, that in the event the Vendor becomes involved in, or is threatened with, litigation with a successor or assignee or the administering agency, the Vendor may request the United States to enter into such litigation to protect the interests of the United States.

Vendor Company Name: _____

Signature: _____

Name: _____

Title: _____

Dated: _____

For Office Use Only

File No. _____
Date Rcv.: _____ Via _____
Rcv By: _____
Print Name _____
Dept: _____

INSURANCE COMPLIANCE FORM



**March Inland Port Airport Authority
INSURANCE COMPLIANCE SECTION
GENERAL INFORMATION SHEET**



ARE YOU CURRENTLY CONDUCTING BUSINESS WITH MIPAA? <input type="checkbox"/> Yes or <input type="checkbox"/> No Please Check <input checked="" type="checkbox"/>		
IF YES, PLEASE INCLUDE EXISTING PERMIT #'s HERE # _____ # _____ # _____		
Name of Organization		DBA (Doing Business As)
Federal ID No. (if none, social security no.):		
Type of Business or Service Provided:		
Address:		
Mailing Address: (if different from above)		
Telephone No.	Fax No.	E-Mail
Contact Person & Title (include telephone number if different from above)		
Any Comments:		
Person Completing this Form		
Print Name & Title: _____		
Signature: _____		
Date: _____		
Return this form to:		
March Inland Port Airport Authority 14205 Meridian Pkwy., Ste 140 Riverside, CA 92518		
Contract/Agreement No. MIPNVP-20XXCOMXX	Division Issuing Contract MIP AIRPORT AUTHORITY	Cont/Agmnt Administrator & Tel GARY GOSLIGA 951.656.7000

Company Logo/Letterhead

GROUND SERVICE ACTIVITY REPORT

MARCH INLAND PORT

Vendor	Bill and Bob's Aircraft Maintenance Inc.
Reporting Month	June

	Business Name	Gross Revenue	10% Airport Surcharge	Description of Services
Customer	AAA Airlines	\$ 1,500.00	\$ 150.00	ITP Fueling
Customer	BBB	\$ 12,000.00	\$ 1,200.00	Ground Handling
Customer	DHL Express, USA	\$ 18,000.00	\$ 1,800.00	Security Services
Customer	Jet Express	\$ 12,869.00	\$ 1,286.90	Aircraft R&M
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
Customer			\$ -	
		\$ 44,369.00	\$ 4,436.90	

Remitted \$4,436.90 10% Gross Receipts Check Number 123456

Preparer Name John Doe

Signature _____

Date 9-Jul-09

THE COUNTY OF RIVERSIDE CALIFORNIA BUSINESS REGISTRATION AND LICENSING PROGRAM

In November 2006, the Riverside County Board of Supervisors approved Ordinance No. 857 creating a Business Registration and Licensing Program. The ordinance requires that businesses within the unincorporated area of Riverside County obtain a business license. The ordinance includes information regarding the contents of the application form, license issuance protocol, description of license fee, license inspections, water quality inspections and enforcement, and business license enforcement procedures. The ordinance requires all businesses to register; however, some businesses are exempt from paying fees. Fee exemptions will be granted for various agricultural activities, certain residential businesses, places of worship, specific non-profit, and any business exempt by virtue of constitutional law. Business license fees will not exceed the reasonable cost of providing an inventory of county businesses and the required registration information. No business license fee charged under the provisions of this ordinance shall be construed as a business license tax. A business registration form designed to ascertain pertinent information regarding the businesses will be mailed to every known business within unincorporated area of Riverside County. In addition, businesses have the ability to access the County of Riverside's website for an on-line registration and payment system.

For more information regarding business registration requirements, please contact the Business Registration and License Program Office at 951-955-1400. or on the website: www.rctlma.org/buslic

FEE EXEMPTIONS

Pursuant to Ordinance No. 857, some businesses are exempt from paying fees; however, they must register within 60 days of being notified by the County in order to maintain their exempt status. Exemptions apply to the following:

Residential Facility: Apartments, rooming houses, residential care homes, and family day care homes.

Church, Temple or Places of Worship: Churches, temples or other places of worship, for worship, religious education, or the social affairs of the religious group.

NOTE: This exemption shall not apply to other activities, including, but not limited to, day schools, social service programs or Church-owned or operated business enterprises.

Home Occupations: Home occupations that are not subject to compliance with water quality restrictions. If your business affects water quality, it will not be exempt from the registration fee.

Agriculture: Agricultural pursuits consisting of the growing of crops, raising of livestock, and dairying, the purchase and storage of substances, materials, supplies, animal feeds and produce, and the marketing of farm products.

NOTE: A business license shall be required in connection with any of the following: 1) retail nurseries, 2) retail greenhouses; and 3) wholesaling, processing, storage or manufacturing use which involves the collection of products of multiple farms or ranches.

Federal or State Law: Any businesses that are legally recognized as exempt by the U. S. Constitution or applicable statutes, or by the State of California.

Non-Profit Organizations: Any non-profit organizations that are legally recognized as tax exempt pursuant to the provisions of 26 U.S.C. Section 501 (c)(3).

RIVERSIDE COUNTY BUSINESS REGISTRATION AND LICENSING PROGRAM

4080 Lemon St.
P.O. Box 1208
Riverside, Ca 92503
www.rctlma.org/buslic
(951) 955-1400

Frequently Asked Questions?

WHAT IS THE PURPOSE OF THE BUSINESS REGISTRATION AND LICENSING PROGRAM?

This program provides a comprehensive inventory of businesses in unincorporated area of Riverside County, enhances public safety and helps achieve compliance with federal, state and local water quality regulations.

HOW DOES THE BUSINESS REGISTRATION PROGRAM BENEFIT BUSINESS OWNERS AND THE GENERAL PUBLIC?

There are a two major benefits to the business community and general public from the business registration program:

Public Safety

The program gives county law enforcement and fire personnel a better understanding of the business community and its processes and alerts them to potential hazards, making them more effective responding to protect residents and property. .

Water Quality

The business registration program requires that specific business types be identified, prioritized and inspected for storm water management requirements. It will ensure that those businesses have implemented best management practices to prevent illicit discharges into the storm water system that could ultimately harm water quality.

HOW MUCH WILL THE BUSINESS LICENSE COST?

License fees charged pursuant to this ordinance are as follows:

License fee (first year):	\$45
Annual renewal fee:	\$30
Change of name/ location:	\$30
Duplicate license:	\$30

WHO IS REQUIRED TO HAVE A LICENSE?

Every person conducting business as defined in Riverside County Ordinance 857 in unincorporated areas of Riverside County must obtain a business license. A separate license must be obtained for each physical location. Any person who does not obtain the required license is subject to the procedures and penalties set forth in the ordinance.

WHAT IF I OPERATE A MOBILE BUSINESS?

A business license is required for the following mobile businesses: mobile automobile or other motor vehicle washing; pest control services; mobile carpet; drape or furniture cleaning; concrete mixing or cutting; masonry; painting and coating; landscaping; pool and fountain cleaning; and portable toilet servicing.

WHAT IF MY BUSINESS ALSO CONDUCTS BUSINESS IN ANOTHER CITY OR COUNTY?

You might need a separate business license to conduct business in any city or county. Most California cities and counties have a business license ordinance. Each jurisdiction, however, has it's own filing fee and requirements. Check with the appropriate jurisdiction for its. fees.

HOW LONG IS THIS LICENSE GOOD FOR?

Your license is current for one calendar year from the effective date of license issuance. Renewal fees are due 30 days prior to the expiration date on the license.

DO STATE LICENSED CONTRACTORS NEED A BUSINESS LICENSE?

Any person licensed as a contractor by the State Contractors Board must obtain a business license if they are physically located within the unincorporated areas of the County.

DO I NEED A LICENSE IF I WORK OUT OF MY HOME?

Yes, home-based businesses also require registration. Most home occupations are exempt from paying registration fees. The fee exemption shall not apply to those home occupations that are subject to

comply with water quality requirements. Please refer to the brochure's fee exemption section or go to our website at: www.rctlma.org/buslic.

IF I AM A NONPROFIT BUSINESS, DO I HAVE TO REGISTER?

You are required to register, but are exempt from paying fees if your organization is legally recognized as tax exempt pursuant to the provisions of Internal Revenue Code Section 501 (C) (3) and your exemption is filed within 60 days of notification of the County's registration requirement.

DO I NEED A LICENSE FOR GROWING OR PRODUCING AGRICULTURAL PRODUCTS?

Yes, all agricultural businesses must register; however, some agricultural activities may be exempt from fees. Refer to the fee exemption section on this brochure or go to www.rctlma.org/buslic.

WHAT IS THE APPLICATION PROCEDURE?

The process to obtain a business license takes only a few minutes and may be completed by mail or on the web based registration system. Using the internet, go to the county business registration website at: www.rctlma.org/buslic where you will find online instructions, a registration application and convenient payment system.

IF I AM EXEMPT FROM FEES, DO I STILL HAVE TO REGISTER?

Yes. Business that are exempt from paying fees still must register within 60 days of notification.

[NEXT]



MARCH INLAND PORT AIRPORT AUTHORITY

Storm Water Pollution Prevention & Best Management Practices Guidelines

For Vendors and Tenants

“Be Responsible!”

“Teach and Apply Best Management Practices”

January 1, 2009

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1.0 Facility-Wide Best Management Practices

Applicability

BMP 1.0. Facility-Wide BMPs are generally applicable to all industrial operations with potential to impact stormwater.

In addition to these generally applicable BMPs, activity-specific BMPs must also be implemented for each of the following activities performed:

- BMP 2.0. Aircraft, Ground Vehicle and Equipment Maintenance
- BMP 3.0. Aircraft, Ground Vehicle and Equipment Cleaning
- BMP 4.0. Aircraft, Ground Vehicle and Equipment Storage
- BMP 5.0. Outdoor Handling, Storage and Disposal of Waste and Material
- BMP 6.0. Fuel Storage and Delivery
- BMP 7.0. Building and Grounds Maintenance
- BMP 8.0. Waste Water Treatment

NOTE: Implementation of the BMPs contained herein is necessary for compliance with the NPDES Multi-Sector General Permits for Storm Water Discharges Associated with Industrial Activities, which stipulates that “You must prepare a Storm Water Pollution Prevention Plan (SWPPP) for your facility” and that “your SWPPP must . . . assure compliance with the terms and conditions of this permit.” (Section 4.1 Storm Water Pollution Prevention Plan Requirements). Your SWPPP must be submitted to MIP.

Good Housekeeping Measures

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|-----|-----------------------------------|---|
| 1.1 | General | Maintain exposed areas in a clean, orderly manner. Take necessary steps to prevent pollutants from contacting stormwater. |
| 1.2 | Clean exterior equipment surfaces | Keep exterior surfaces of aircraft, vehicles, equipment, and containers clean by eliminating excessive amounts of external oil and grease buildup. Use water-based cleaning agents or non-chlorinated solvents to clean equipment, and collect and properly dispose of cleaning fluids. Use drum-top absorbent pads to contain small leaks. |
| 1.3 | Recycle, reduce and reuse | Identify opportunities to recycle, reclaim, and/or reuse materials to reduce the volume of materials brought into the facility and reduce the volume of waste. Materials that may be recycled or reused include used oil, grease, antifreeze, brake fluid, solvents, hydraulic fluid, batteries, transmission fluid, wash water and waste fuel. |
| 1.4 | Product substitution | Use biodegradable products and substitute materials with less hazardous properties where feasible. |
| 1.5 | Limit material inventory | Limit inventory of materials stored onsite to reduce the magnitude of potential spills and waste generation. |

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| 1.6 | Provide security | Utilize security and other appropriate personnel to routinely evaluate the facility to prevent an accidental or intentional release of materials. Improve general awareness by training personnel on storm water pollution prevention. Routine patrol, improved lighting, and access control are possible measures. |
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Minimize Exposure of Pollutants to Storm Water

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| 1.7 | Storm-resistant shelter for industrial materials and activities | Where practicable, industrial materials and activities should be protected by a storm resistant shelter to prevent exposure. |
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Preventative Maintenance

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| 1.8 | Maintain as-built drawings | Maintain as-built prints for all projects. |
| 1.9 | Design for pollution prevention | Work with project managers to incorporate storm water management features into project design. Features may include: appropriate surface grading, containment, waste repositories, cover, storm water quality structures (e.g., oil/water separators, dead-end sumps, first flush diversion basins), use of concrete paving rather than asphalt, fluid recycling systems, and other control measures to eliminate potential material exposure to storm water. Evaluate existing facilities for opportunities to improve functionality and efficiency, and decrease the potential for storm water pollution. |

Spill Prevention and Response

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| 1.10 | Make Spill Prevention and Response Plan available | Develop and implement a Spill Prevention Control and Countermeasure (SPCC) Plan, if required under guidelines set forth in 40 CFR, Section 112.3(a), (b). Forward copy of plan to MIP. |
| 1.11 | Maintain spill response equipment and supplies | Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may be likely to occur, including on appropriate vehicles (maintenance vehicles, lavatory trucks and fueling tankers) that may be likely to respond to or be involved in an incident. |
| 1.12 | Spill containment and response | Use drip pans to contain leaks and absorbent booms, mats, or other devices to contain liquid materials (wash water, fuel, etc.) and prevent them from entering storm drain system. Immediately clean up all spills and leaks. |

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| 1.13 | Procedures for cleaning up spills and leaks | Use absorbent materials and spill control equipment for temporary and immediate control of spills and leaks of liquid materials. Absorbent materials can be used in conjunction with curbing to provide cleanup of small spills within a containment area. Collect and remove absorbent materials from area soon after use and dispose of in an appropriate manner. Do not hose down the area unless the storm drain is blocked and drainage is collected and disposed of through a permitted connection to the sanitary sewer. Hazardous waste spill response must be consistent with 40 CFR 264 and 265 (RCRA). |
| 1.14 | Disposal of collected fluids | Properly dispose of any collected fluids (e.g., spill fluids, or fluids collected in fuel tanks, fueling hydrant sumps, oil / water separators, etc.) according to applicable regulations. Vacuum equipment / trucks are recommended for collection. Always dispose of materials in an approved manner; use an approved treatment facility through a permitted connection. Never discharge materials to a catch basin or storm drain. |
| 1.15 | Minimizing exposure | Where practicable, industrial materials and activities will be protected by a storm-resistant shelter to prevent exposure to rain or runoff. It is noted that due to the nature of the operations (routine service of jet aircraft) cover is not always practical. |

Routine Facility Inspections

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|------|-----------------------------------|--|
| 1.16 | Activity inspections | Perform frequent activity inspections to identify and eliminate non-storm water discharges. Stagger inspection times to cover all work periods. |
| 1.17 | Outfall inspections | Perform quarterly visual inspections of discharge points to the storm drain system. Observe uncharacteristic volumes, colors, turbidity, odors, deposition, staining, floatables, and foaming characteristics of any flow. |
| 1.18 | Inspections for facility upgrades | Perform inspections during design review and project construction phases to ensure drainage, wastewater, and water supply connections are correct (no cross connections or illicit hookups). |
| 1.19 | Illicit connections inspections | Perform construction phase, post-construction, and existing facility inspections to identify improper physical connections to the storm drain system from sanitary sewers, floor drains, |

Employee / Contractor Training

- | | | |
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| 1.20 | General employee training | Provide the appropriate level of employee training in the following areas: environmental policies and procedures, spill response and prevention, storm water pollution prevention education, right-to-know awareness training, and hazardous materials |
|------|---------------------------|--|

management.

- | | | |
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| 1.21 | Storm water training | Provide annual storm water management training as required in the MSGP-2000, Part 4.2.7.2.1.6. Incorporate required elements in training program and maintain a log of employee's attendance. |
| 1.22 | Contractor education | Provide construction and operational contractors and haulers with copies of pertinent BMPs. Require contractor / hauler adherence to BMP specifications. Provide contractors and subcontractors with copies of relevant BMPs during specification and bidding phases. |
| 1.23 | SPCC training | Provide adequate implementation training for facilities with a Spill Prevention Control and Countermeasure (SPCC) Plan, if required developed under guidelines set forth in 40 CFR, Section 112.3(a), (b). Forward to MIP. |

Management of Storm Water Runoff

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|------|------------------------|--|
| 1.24 | Outdoor water supplies | Limit availability of outdoor water supplies (i.e., hose bibs). Post signs at outdoor water sources identifying appropriate uses and discouraging uses that would introduce pollutants to the storm drain system / receiving waters. |
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Record keeping and Reporting

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| 1.25 | Comply with record keeping and reporting requirements | The record keeping and reporting requirements contained in the SPCCP should be followed. |
|------|---|--|

General BMP Notations

REQUIREMENTS:

- Capital and O&M may be required to eliminate or control non-storm water discharges.
- O&M costs may increase with more capital investment (or may decrease).
- Educational programs are ongoing. Information and training must be provided at regular intervals.

LIMITATIONS:

- **Identifying discharges.** Activity-based (subtle) non-storm water discharges from a particular facility are typically sporadic, transient, and often require frequent inspections to detect.
- **Moving activities indoors.** There may be limitations to activities being performed indoors.
- **Introduction of pollutants.** Implementation of some BMPs (such as construction of cover or cleaning exterior surfaces) may require the use of potential pollutants.
- **Engineering and maintenance for pollution control equipment.** Pollution control equipment, such as oil / water separators must be appropriately sized and regularly maintained to be effective.
- **Limitations on discharge to Publicly Owned Treatment Works POTW.** Some

POTWs may require pre-treatment and monitoring of wash water and/or deicing fluid prior to discharge.

- **Disposal of collected fluids.** Some waste fluids may require permitting, monitoring, pre-treatment or special disposal considerations.
- **Product substitution.** Alternative products may not be available, suitable, or effective in every case.

RELEVANT RULES AND REGULATIONS:

FR Vol. 60, No. 189, Sept. 25, 1995 Multi-Sector Storm Water General Permit
40 CFR 110.3 Discharge of Oil
40 CFR 112 Oil Pollution Prevention (SPCC/OPA Plans)
40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
40 CFR 122-124 NPDES Regulations for Storm water Discharges
40 CFR 401 Effluent Limitation Guidelines
40 CFR 260 et. seq. Identification and Listing of Hazardous Waste

[NEXT SECTION]

2.0 Aircraft, Vehicle and Equipment Maintenance

Applicability

BMP 2.0. Aircraft, Vehicle and Equipment Maintenance applies to all non-facility maintenance operations with potential to impact stormwater.

Good Housekeeping Measures

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| 2.1 | Parts cleaning and degreasing | Contain the use of solvents and other cleaning compounds to designated interior areas to promote safe handling and to minimize exposure to storm water. Dispose of waste material regularly and properly. |
| 2.2 | Use only approved fluids for servicing aircraft lavatories | Use only surfactants and disinfectants approved for discharge to the sanitary sewer system. |
| 2.3 | Procedures for servicing aircraft lavatories | Drain the aircraft connecting hose as completely as possible into the storage tank after servicing an aircraft. Properly secure all hoses, valves, and equipment when transporting waste to eliminate leakage and spills. If possible, perform surfactant, disinfectant mixing and transfers under cover. Utilize buckets or pans to capture leaks from aircraft lavatory access fittings. Immediately dump the fluids into the bulk storage tank on the service cart or truck. Do not hose down spills. |
| 2.4 | Disposal of lavatory waste | Do not discharge lavatory waste or clean / back-flush lavatory trucks anywhere other than approved locations. |
| 2.5 | Procedures for servicing aircraft potable water systems | Perform water truck flushing operations only in designated areas. Do not perform flushing near or discharge to storm drains. Collect all discharge from aircraft potable water flushing or water truck flushing containing Purine, chlorine bleach or other chemicals and properly discharge to a permitted sanitary sewer connection, or recycle the water. |

Minimize Exposure of Pollutants to Storm Water

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| 2.6 | Perform Maintenance Activities Indoors | Where practicable, perform aircraft, vehicle and equipment maintenance activities indoors to prevent exposure of pollutants to storm water. |
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Spill Prevention and Response

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| 2.7 | Preventing pollutant exposure when performing maintenance activities | Move activities and associated materials and waste indoors or provide appropriate controls in maintenance areas such as cover, berms, sumps, oil / water separators or retention basins to protect storm drains. Perform activities away from storm drains. |
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Routine Facility Inspections

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| 2.8 | Lavatory service equipment inspections | Perform regular inspections of the hose and fittings used for transferring lavatory waste. Keep the equipment in good working order. Replace worn equipment before leaks develop. Notify appropriate ground service personnel if it is noticed that the aircraft lavatory fittings require maintenance. |
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Notes

See BMP 1.0 for generally applicable measures related to Preventative Maintenance, Training, Runoff Management, and Record keeping and Reporting.

[NEXT SECTION]

3.0 Aircraft, Vehicle and Equipment Cleaning

Applicability

BMP 3.0. Aircraft, Vehicle and Equipment Cleaning applies to all non-facility cleaning operations with potential to impact stormwater. Unless dry-washed, AVE cleaning must be performed an approved location (i.e., wash rack).

Good Housekeeping Measures

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| 3.1 | Washing aircraft, vehicles, and equipment | Use off-site commercial washing or "dry" washing and surface preparation techniques when possible. Consider dry washing as an option regardless of aircraft size. Remove all materials (i.e., drippings and residue) using vacuum methods and dispose of properly. Use biodegradable phosphate-free detergents. Follow an approved wash plan or use designated wash areas that are covered and/or bermed to prevent contamination of storm water by contact with wastes. |
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Preventative Maintenance

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| 3.2 | Outdoor wash area requirements | <ul style="list-style-type: none">• Outdoor washing operations should have the following design characteristics:• Covered and paved and bermed with PCC.• Sloped to facilitate wash water collection.• Water is collected or discharged to the sanitary sewer.• Discharge piping serving uncovered wash areas should have a positive shut-off control valve.• Wash areas should be clearly identified with signage.• Equipped with an oil/water separator designed to operate under storm water runoff conditions. |
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Routine Facility Inspections

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| 3.3 | Wash area inspections | Inspect wash areas for cracks or breaches to berms or concrete surfaces and repair. |
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Management of Storm Water Runoff

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| 3.4 | Use designated wash areas | Use designated areas for washing, steam cleaning, and degreasing. |
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Notes

See BMP 1.0 for generally applicable measures related to Exposure Minimization, Spill Prevention and Response, Training and Record keeping and Reporting.

4.0 Aircraft, Vehicle and Equipment Storage

Applicability

BMP 4.0. Aircraft, Vehicle and Equipment Storage applies to outdoor storage activities where there is a potential to impact stormwater due to exposure of surface contaminants (i.e., oil and grease) and contained fluids (i.e., fuel, antifreeze, oil, etc.). Long-term storage of AVE on-site is generally prohibited unless specifically authorized.

Good Housekeeping Measures

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| 4.1 | Aircraft, Vehicle, and Equipment storage | Use drip pans or specially-designed absorbent pads to contain releases. Repair leaks in an expeditious manner. Store AVE in an area established to contain any incidental leaks and under cover, if possible. Store AVE away from storm drains. For long term storage (>30 days), remove fluids and salvage batteries (which often drip oil and other fluids). Clean oil, grease or chemical residue off exterior surfaces prior to long term storage. |
| 4.2 | Temporary parking of tanker trucks and materials transport vehicles | Designate areas for parking tanker trucks and material transport vehicles where spills and leaks can be contained and cleaned. Use covered loading and unloading areas for transfer of potential pollutants (especially liquid materials), such as building overhangs, to reduce exposure of materials, vehicles, and equipment to storm water. |

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Preventative Maintenance, Spill Prevention and Response, Inspection, Runoff Management, Training, and Record keeping and Reporting.

UPDATED: 01/01/2009

[NEXT SECTION]

5.0 Outdoor Handling, Storage and Disposal of Waste and Materials

Applicability

BMP 5.0. Outdoor Handling, Storage and Disposal of Waste and Materials applies to all handling, storage, and disposal of waste and/or other materials with potential to impact stormwater.

Good Housekeeping Measures

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| 5.1 | Material / waste handling | Transfer, use and store liquid materials only in paved areas. |
| 5.2 | Dispensing liquids | Avoid dispensing from drums positioned horizontally in cradles. Dispensing materials from upright drums equipped with hand pumps is preferred. Always use secondary containment and self-closing spigots if dispensing from horizontally positioned drums. |
| 5.3 | Waste / materials storage procedures | Designate central storage locations where materials are contained (i.e., diking, curbing, secondary containment) and covered to prevent contact with storm-water runoff and to reduce the risks of accidental spills. Segregate wastes to improve handling and promote recycling. |
| 5.4 | Signage for storage locations | Post signs at all storage locations in clearly visible locations noting the materials stored, emergency contacts, and spill cleanup procedures. |
| 5.5 | Containers and container labeling | Store all materials sealed in their original containers or containers approved for that use. Clearly label all containers with contents to prevent co-mingling of materials, storage of incompatibles, and improper handling, and to promote proper material handling and storage. Utilize required labeling procedures for storage of all hazardous wastes. Identify and properly dispose of all unlabeled and unknown materials. |
| 5.6 | Used battery management | Recycle used batteries no later than 30 days after removal to promote recycling of materials and reduction of waste. Store batteries on spill containment and under cover. |
| 5.7 | Used oil containers and filters | Drain and crush oil filters and containers before recycling or disposal. Store crushed waste in a leak-proof container. Contain drained items in sealed plastic bags prior to disposal. |
| 5.8 | Eliminate bone yards | Eliminate waste collection piles (bone yards), which tend to conceal and lead to mismanaged waste and materials. |
| 5.9 | Waste and unusable material disposal | Regularly inspect storage and work areas for unusable materials and waste that can be disposed. Schedule waste pickup as frequently as needed to minimize storage time and avoid overloaded |

containers. Ensure that all materials are properly characterized and disposed.

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| 5.10 | Garbage collection (dumpster) area maintenance | Provide shelter and secondary containment for dumpsters, if possible. Use covered dumpsters and keep them closed and locked. Use only dumpsters with plugged drain holes to prevent discharge of leachate or fluids. Do not dispose of liquid wastes such as oils or hazardous materials into dumpsters and completely drain liquid waste containers prior to disposal of containers. Perform dumpster cleaning in designated areas that are bermed to contain wash water for subsequent disposal or discharge to the sanitary sewer. Do not dispose of liquid or hazardous materials in dumpsters. |
| 5.11 | Fire fighting, training, and testing activities | In a fire-fighting situation, if possible, protect storm drains. Once safe to do so, collect any residual AFFF or other contaminated fluids and properly dispose. For fire training activities, perform training and AFFF discharge on paved surface and collect residual materials upon completion of training activities and properly dispose. |

Preventative Maintenance

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| 5.11 | Outdoor storage area requirements | Outdoor storage areas should be covered, if possible. When selecting storage sites, avoid excessive slope, locations near storm drain inlets, and locations near public access areas. |
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Spill Prevention and Response

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| 5.12 | Preventing pollutant exposure during material transfer | Position vehicles used for material transfer such that activities are protected from rainfall and that possible spills can be contained. Provide hand pumps, containment devices, and other transfer devices to facilitate material transfer. |
| 5.13 | Preventing pollutant exposure for material or waste storage | Move materials and waste indoors or store away from drains. All material stored outside, no matter how temporary, should be placed on secondary containment and under cover, if possible. Materials not stored under cover should be covered and exposed exterior surfaces should be clean. |

Routine Facility Inspections

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| 5.14 | Material / waste transfer area inspections | Inspect loading/unloading areas and material use areas for repair and patching. |
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5.15	Material and waste storage area inspection (containers and tanks)	<p>Periodically inspect storage areas (containers and tanks):</p> <ul style="list-style-type: none"> • Check containers for external corrosion and structural failure. • Check for spills and overfills due to operator failure. • Check for failure of piping system (pipes, pumps, flanges, couplings, hoses, and valves). • Check for leaks or spills during pumping of liquids or gases. • Visually inspect new tanks or containers for loose fittings, poor welds, and improper or poorly fitted gaskets. • Inspect tank foundations and storage area coatings.
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Employee / Contractor Training

5.16	Waste management training	Train employees on the proper disposal procedures for operations-derived wastes.
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Management of Storm Water Runoff

5.17	Protect storage areas from run-on and runoff	<p>Protect all significant materials from rainfall, run-on, runoff and wind dispersal. Options include:</p> <ul style="list-style-type: none"> • Store material indoors or in a fully enclosed area. • Permanently cover an outdoor storage area with a roof, overhang or awning. • Use temporary covering of polyethylene, polypropylene, or hypalon. • Use control measures such as berms and secondary containment. • Reduce the amount of material stored outdoors.
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Record keeping and Reporting

5.18	Track waste generation	<p>Characterize waste streams and maintain accurate information on waste streams using: manifests, bills of lading, biennial reports, permits, environmental audits, SARA Title III reports, emission reports, Material Safety Data Sheets (MSDS), NPDES discharge monitoring reports, inventory reports, data on chemical spills, and emissions data.</p>
5.19	Oil / water separator maintenance	Document all inspections and maintenance operations.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization.

6.0 Fuel Storage and Delivery

Applicability

BMP 6.0. Fuel Storage and Delivery applies to bulk and small-quantity storage and delivery of fuel and fuel products.

Good Housekeeping Measures

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| 6.1 | Vehicle fueling station signage | Fuel pumps intended for vehicular use must be posted with signs stating "No Topping Off" to prevent overflow. |
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Preventative Maintenance

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| 6.2 | Install fuel tank monitoring and release prevention systems | Provide appropriate monitoring for tanks containing fuel (i.e., level indicators and gauges, overfill protection with alarms, interstitial leak detection for double-walled tanks, routine inspection/lockout for drainage valves for tank containment areas). Fuel dispensing equipment should be equipped with "breakaway" hose connections that will provide emergency shut-down of flow should the fueling connection be broken through movement. Automatic shut-off mechanisms should be in place on fuel tankers. These valves should remain in the closed position unless manually opened during fueling. |
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Spill Prevention and Response

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| 6.3 | Preventing pollutant exposure when fueling | Cover nearby storm drains and outlets to surface drainages with spill control mats or block off with absorbent booms to prevent accidental release of pollutants in the event of a spill. Avoid mobile fueling of equipment. Fuel equipment in designated areas, covered if possible. Maintain spill kits on fueling tankers. |
| 6.4 | Collection of aircraft fuel samples | Use GATS jars to take fuel samples. Dispose of samples at designated collection sites. Use fire-rated containers for storage of fuel samples. |

Routine Facility Inspections

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| 6.5 | Fuel storage and handling inspections | Regularly inspect fueling areas and storage tanks. (Underground fuel storage tanks should be tested as required by federal and state laws.) |
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Employee / Contractor Training

- 6.6 Fuel spill response training Train employees performing fueling activities on the appropriate response procedures for fuel spills.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Runoff Management, and Record keeping and Reporting.

[NEXT SECTION]

7.0 Building and Grounds Maintenance

Applicability

BMP 7.0. Building and Grounds Maintenance applies to non-AVE maintenance operations with potential to impact stormwater.

Good Housekeeping Measures

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| 7.1 | Disposal of landscaping and grounds maintenance waste | Properly dispose of landscape waste, wash water, sweepings, and sediments. |
| 7.2 | Fire fighting foam deluge system testing procedures and fire hydrant flushing | Perform fire fighting foam testing operations only in designated areas deemed appropriate for such activities. Properly dispose of, or recycle, foam discharge. If possible, do not allow water from hydrant flushing to enter storm drain. Discharge to sanitary sewer or use for landscape watering. |
| 7.3 | Cleaning interior floors and exterior ground surfaces | Maintain clean, dry floors and exterior surfaces by methods other than hosing and washing (e.g., using brooms, shovels, vacuum cleaners, etc.). Do not hose down work areas to the storm drainage system or use concrete cleaning products unless the storm drain inlet is blocked and wash water is collected and properly disposed of through a permitted sewer connection. Use seals or door skirts to prevent material exposure to rainfall. |
| 7.4 | Uncontaminated water discharges from potable water line flushing, uncontaminated air conditioning condensate, irrigation drainage, and landscape watering | Perform line flushing operations only in designated areas deemed appropriate for such activities. If possible, do not allow water to enter storm drain. Discharge to sanitary sewer or use for landscape watering. If water contacts pollutants, protect storm drains, and collect and properly dispose of water. |

Preventative Maintenance

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| 7.4 | Grounds / landscaping design considerations | <ul style="list-style-type: none">• Consider the following design characteristics for grounds / landscaping design:• Incorporate areas of landscape into project design. (Landscape areas are pervious and will result in less runoff discharge from a site.)• Incorporate design considerations such as leaving or planting native vegetation to reduce irrigation, fertilizer, and pesticide needs.• Select landscaping plants that require little maintenance and/or pest control.• Incorporate storm water detention/retention to reduce peak runoff flows and for water quality control. |
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7.5	Maintain storm water control devices and outfalls	Regularly inspect and patch or repair storm water control devices (i.e., berms, etc.) to keep them in working order. Place devices such as hay bales or filter fabric over storm drain culverts or at other areas to capture debris generated during construction or runway rubber removal activities.
7.6	Maintain catch basins	Regularly clean any catch basins which receive runoff from a maintenance area, especially after larger storms. Install and maintain catch basin filter inserts that assist in the removal of oil and grease, sediments and floatables.
7.7	Fire deluge system design considerations	<p>Design deluge (foam) testing system with the following characteristics:</p> <ul style="list-style-type: none"> • Located away from storm drain inlets, drainage facilities or water bodies. Discharge foam waste to a sanitary sewer (industrial wastewater permitting may be required). Foam waste shall not be discharged to storm drains or water bodies. • Paved with concrete or asphalt, or stabilized with an aggregate base. • Bermed to contain foam and to prevent run-on. • Configure discharge area with a sump to allow collection and disposal of foam.
7.8	Install oil / water separators	Either collect storm water in areas exposed to pollutants or install an appropriately-sized oil / water separator (regulatory agency approval may be required). Oil / water separators are typically used in areas where the concentrations of petroleum hydrocarbons, floatables, or sediment may be abnormally high and source control techniques are not very effective. There are two types of oil/water separators: the American Petroleum Institute (API) separator and the coalescing plate separator (CPS). Design, sizing, and placement of oil/water separators is dependent on several factors including: tributary area, type of activity, pollutant type and concentration, and water temperature. Separators should be selected, sized and designed by a qualified engineer.
7.9	Maintain sumps and oil / water separators	Regularly clean and maintain sump and oil / water separators. Characterize and properly dispose of cleaning waste. Replace oil absorbent pads as needed and always prior to the rainy season(s). Keep effluent shutoff valve closed during cleaning operations. Follow maintenance schedule and procedures for these activities.
7.10	Label storm drains	Label storm drain inlets that they are to receive no wastes.
7.11	Minimize pesticide, herbicide and fertilizer use	Minimize use of pesticides, herbicides, and fertilizers. Use according to directions. Utilize integrated pest management.

Routine Facility Inspections

7.12	Sump and oil / water separator inspections	Regularly inspect sumps and oil/water separators to identify when preventative maintenance is needed.
7.13	Inspect fire fighting foam deluge system	Regularly inspect, clean, and maintain fire fighting foam testing facility and collection sumps.
7.14	Erosion control	Provide landscaped areas where erosion is becoming a problem. Plantings and appropriate grading are means to controlling erosion and containing runoff.

Notes

See BMP 1.0 for measures generally applicable to Exposure Minimization, Spill Prevention and Response, Training, and Record keeping and Reporting.

[NEXT SECTION]

8.0 Waste Water Treatment

Applicability

BMP 8.0. Waste Water Treatment applies to structural and operational aspects of the waste water treatment facility.

Good Housekeeping Measures

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| 8.1 | Disposal of grounds maintenance waste | Properly dispose of waste, wash water, sweepings, and sediments. |
| 8.2 | Ensure proper sludge management | Sludge shall be contained in sludge drying beds with the gates in place at all times, except when the sludge is being removed. Any spills of sludge shall be removed completely and expeditiously, and disposed of properly. Sludge shall not be removed from the drying beds during rain events. |

Routine Facility Inspections

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| 8.3 | Inspect WWTP equipment | Regularly inspect equipment and treatment processes at the WWTP to ensure facility operation. |
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Notes

See *BMP 1.0* for measures generally applicable to *Exposure Minimization, Spill Prevention and Response, Training, Management of Storm Water Runoff, and Record keeping and Reporting*.

[NEXT SECTION]

9.0 Reference Documents

California Stormwater BMP Handbook – January 2003

WM-1 Material Delivery and Storage
WM-1 Material Use
WM-4 Spill Prevention and Controls
WM-5 Solid Waste Management
WM-6 Hazardous Waste Management

For New Development & Redevelopment Guidelines (MJPA)

NPDES – Guidelines for Projects Under the March Joint Powers Authority – January 9, 2008

***Copies available at MJPA Planning Department -Obtain for Construction



March Inland Port Airport Authority Best Management Practices Guidelines

Acknowledgment & Signature Form

It is everyone's responsibility to apply Best Management Practices in their day-to-day operations. Education and training of employees is paramount in maintaining successful Business Plan, SWPPP and SPCCP Best Management Practices.

_____ has received March Inland Port's Storm Water
(Company)
Pollution Prevention & Best Management Practices Guidelines on _____
(Date)

Received by: _____
(Print)

Received by: _____
(Signature)

This Section for Authority Use Only

Issued: _____

Issued by: _____

Acknowledgment received by: _____ Date: _____

Company: _____

File No. _____



Vehicle Permit RULES AND REGULATIONS Signature Form



AUTHORIZED VEHICLES ON THE AIR OPERATIONS AREA (AOA)

THE OPERATION OF ANY MOTORIZED VEHICLES (STREET-LICENSED AND NON-STREET-LICENSED) ON THE AIR OPERATIONS AREA (AOA) REQUIRES A MOTOR VEHICLE OPERATING PERMIT ISSUED BY MARCH INLAND PORT AIRPORT AUTHORITY (MIPAA). A MOTORIZED VEHICLE IS DEFINED AS ANY VEHICLE ORIGINALLY DESIGNED TO BE OPERATED ON A PUBLIC STREET OR HIGHWAY.

ONCE A MOTOR VEHICLE PERMIT HAS BEEN GRANTED, WINDOW DECALS WILL BE ASSIGNED AND ISSUED TO EACH INDIVIDUAL VEHICLE LISTED ON THE VEHICLE LIST SUBMITTED BY YOUR COMPANY. THESE DECALS ARE NON-TRANSFERRABLE AND MUST BE PERMANENTLY AFFIXED ON THE LOWER-LEFT AREA OF THE WINDSHIELD ON THE DRIVER'S SIDE OF THE VEHICLE TO WHICH IT HAS BEEN ASSIGNED.

NO VEHICLE SHALL BE OPERATED ON THE AOA UNLESS THE DRIVER HAS, IN THEIR PERSONAL POSSESSION, A VALID CALIFORNIA, OTHER STATE, OR INTERNATIONAL DRIVER'S LICENSE AND A VALID MIPAA SECURITY PHOTO IDENTIFICATION BADGE WITH "RESTRICTED AREA DRIVER" ACCESS.

VEHICLE IDENTIFICATION

AN APPROVED LOGO AND/OR COMPANY NAME MUST BE AFFIXED TO THE EXTERIOR OF BOTH FRONT DOOR PANELS. THE NAME OF THE COMPANY SHALL BE SPELLED OUT IN LETTERS NOT LESS THAN THREE INCHES (3") IN HEIGHT. WHEN NOT ACCOMPANIED BY APPROVED LETTERING, COMPANY LOGOS OR SYMBOLS MUST BE A MINIMUM OF 18 INCHES (18") IN DIAMETER. TO ENHANCE VISIBILITY, COMPANY NAME AND/OR LOGO SHALL BE ON A BACKGROUND OF SHARPLY CONTRASTING COLOR TO VEHICLE.

INSURANCE REQUIREMENTS

COMPANIES UTILIZING THE AOA MUST REMAIN IN COMPLIANCE WITH MIPAA-REQUIRED INSURANCE AT ALL TIMES. ALL INSURANCE INQUIRES SHOULD BE DIRECTED TO MIPAA AT (951) 656-7000

INSURANCE REPORTING REQUIREMENTS

COMPANIES ARE REQUIRED TO SUBMIT THEIR PROOF OF INSURANCE ANNUALLY OR ANY TIME THE POLICY IS TO EXPIRE. FAILURE TO REPORT AND PROVIDE CURRENT PROOF OF INSURANCE COULD LEAD TO SUSPENSION OF YOUR NVP UNTIL SUCH TIME CURRENT PROOF OF INSURANCE DOCUMENTS ARE PROVIDED TO THE MIPAA PERMITS DEPARTMENT. IT IS CUSTOMARY TO HAVE YOUR BROKER BE RESPONSIBLE IN THIS AREA.

Signature Block

I have read and understand the Rules and Regulations above and will abide by them at all times while operating a vehicle permitted on the AOA. I am authorized by my company to provide rules and regulations training to its employees. By signing this acknowledgment, I am solely responsible for enforcing the above rules and regulations to our operators.

Name _____ Sign _____
Print

Date _____



March Inland Port Aviation Insurance

MINIMUM COVERAGES AND LIMITS FOR TENANTS

Effective 01/09

A. **WITH RESPECT TO FIXED BASE OPERATORS** (i.e. rental and instruction, charter operators (other than air ambulance operations), repair facilities, paint shops, sales demo operations, etc.):

OWNED AND NON-OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage \$ 1 million each occurrence, with passengers limited to \$100,000 each person (if the fixed base operator has any owned and/or leased aircraft).

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage \$1 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage \$1 million each occurrence and in the annual aggregate, with bodily injury limited to \$100,000 each person. Covering any and all product/completed operations hazards in which tenant is involved (i.e., sale of fuel, sale of used and/or new aircraft, repairs and service, aircraft cleaning/detailing, avionics repairs and services, aircraft/avionics parts sold over the counter, sale of food and/or beverages, cargo loading/unloading, baggage loading/unloading, etc.)

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – \$1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

GROUND HANGARKEEPERS LEGAL LIABILITY – Minimum limit of \$250,000 each aircraft/\$500,000 each occurrence, with a maximum deductible of \$10,000 each and every loss. This is required if the tenant is directly hangaring or tying down or fueling any aircraft which are owned by individuals and/or entities other than the operator.

INDEPENDENT CONTRACTORS LIABILITY – \$1 million each occurrence.

CARGO LEGAL LIABILITY – Minimum limit of \$100,000 each occurrence, subject to a maximum deductible of \$2,500 each and every loss. This is required if the tenant is storing or loading or unloading cargo.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – \$1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

WORKERS COMPENSATION

POLLUTION LIABILITY - \$1 million each occurrence. This is required if the operator is selling fuel and/or storing fuel and/or performing aircraft repairs and service and/or cleaning aircraft and/or painting aircraft and/or performing de-icing operations.

FIRE LEGAL LIABILITY - \$100,000 each occurrence. This is required if the tenant is leasing a building.

B. WITH RESPECT TO CONCESSIONAIRES AND CONTRACTORS:

PREMISES LIABILITY – Combined single limit bodily injury and property damage \$5 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage \$ 5 million each occurrence and in the annual aggregate. Covering any and all products/completed operations hazards in which tenant is involved.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – \$1 million each occurrence. This is required if tenant is permitted to drive vehicles on any airport airside locations.

INDEPENDENT CONTRACTORS LIABILITY – \$5 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – \$1 million each occurrence. This is required if tenant is permitted to drive vehicle on any airside locations.

WORKERS COMPENSATION INSURANCE

POLLUTION LIABILITY - \$1 million each occurrence (if applicable).

FIRE LEGAL LIABILITY - \$100,000 each occurrence.

C. WITH RESPECT TO HANGAR TENANTS:

OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage \$1 million each occurrence, with passengers limited to \$100,000 each person.

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage and \$1 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETED OPERATIONS LIABILITY – Combined single limit bodily injury and property damage \$ 1 million each occurrence and in the annual aggregate, with bodily injury limited to \$100,000 each person. Covering any and all product/completed operations hazards in which tenant is involved (including, but not limited to, aircraft maintenance, fueling, aircraft repairs, sales, etc).

OWNED AUTOMOBILE LIABILITY – \$1 million each occurrence.

GROUND HANGARKEEPERS LEGAL LIABILITY – \$100,000 each occurrence, with a maximum deductible of \$5,000 each and every loss. This is required, if the owner has any aircraft of others in their care, custody and/or control (such as storing a friend's aircraft, etc.)

INDEPENDENT CONTRACTORS LIABILITY – \$1 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – \$1 million each occurrence.

POLLUTION LIABILITY - \$1 million each occurrence (if the owner is storing and/or pumping any fuel.)

FIRE LEGAL LIABILITY - \$100,000 each occurrence.

D. WITH RESPECT TO AIRLINE/COMMUTERS:

OWNED AND NON-OWNED AIRCRAFT LIABILITY - Combined single limit bodily injury and property damage \$100 million each occurrence, including passengers. Coverage should include baggage legal liability (including loading and unloading), cargo legal liability (including loading and unloading), and mail legal liability.

AIRPORT PREMISES LIABILITY – Combined single limit bodily injury and property damage \$100 million each occurrence. Premises liability must include liability arising from or out or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

PRODUCTS/COMPLETE OPERATIONS LIABILITY – Combined single limit bodily injury and property damage \$ 100 million each occurrence and in the annual aggregate covering any and all products/completed operations hazards in which tenant is involved.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – \$10 million each occurrence.

INDEPENDENT CONTRACTORS LIABILITY – \$ 100 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – \$10 million each occurrence.

WORKERS COMPENSATION INSURANCE, INCLUDING EMPLOYERS LIABILITY

POLLUTION LIABILITY - \$10 million each occurrence.

FIRE LEGAL LIABILITY - \$1,000,000 each occurrence. This is required if the operator is leasing a building.

E. WITH RESPECT TO AIR AMBULANCE OPERATORS:

OWNED AND NON-OWNED AIRCRAFT LIABILITY – Combined single limit bodily injury and property damage \$ 5 million each occurrence (including passengers.)

PREMISES GENERAL LIABILITY – Combined single limit bodily injury and property damage \$5 million each occurrence. Premises liability must include liability arising from or out of or otherwise related to, the ownership, maintenance, use and/or operation of mobile equipment while on airport property.

OWNED AND/OR LEASED AUTOMOBILE LIABILITY – \$1 million each occurrence.

INDEPENDENT CONTRACTORS LIABILITY – \$1 million each occurrence.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY – \$1 million each occurrence.

WORKERS COMPENSATION INSURANCE

POLLUTION LIABILITY - \$1 million each occurrence. This is required, if the operator is selling fuel and/or storing fuel.

FIRE LEGAL LIABILITY - \$100,000 each occurrence. This is required if the operator is leasing a building.

PERSONAL INJURY LIABILITY – \$5 million each occurrence and in the annual aggregate.

BROAD FORM CONTRACTUAL LIABILITY – \$5 million each occurrence and in the annual aggregate.

MEDICAL MALPRACTICE LIABILITY – \$5 million each occurrence and in the annual aggregate.

EMPLOYERS LIABILITY – limit of \$1 million.

ADDITIONAL REQUIREMENTS FOR POLICIES MAINTAINED BY AIR AMBULANCE OPERATORS:

The policy shall insure the March Inland Port Airport Authority, its elected and appointed officials, officers, employees, representatives and agents (the “Authority”), against any and all liability, claims, loss, damage or expenses arising from or related to the tenant’s occupation or use of the premises, or the acts, omissions or negligence in whole or part of the tenant, their contractors, sub-contractors, licensees, agents, servants, employees, invitees or visitors.

The Tenant shall provide a waiver of subrogation with respect to all physical damage policies including but not limited to aircraft and any automobile policies, in favor of the March Inland Airport Authority, its elected and appointed officials, officers, employees, representatives and agents (the “Authority”).¹

F. REQUIREMENTS FOR ALL INSURANCE POLICIES

1. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Authority for approval.
2. Failure of the tenant/operator to provide the required certificates of insurance does not invalidate or eliminate any of the insurance requirements contained herein or relieve tenant from any responsibility to carry the required types and amounts of insurance.
3. All required insurance policies shall be written by a company with a current A.M. Best’s rating of “A Minus or Better,” or by such other company consented to in writing by the Authority.
4. All required insurance policies (with the exception of workers compensation and fire legal liability), and all renewals thereof, shall be endorsed to provide the following:
 - (a) Additional Insured. The Authority shall be an additional insured with regard to liability and defense of suits or claims.

¹ The reason for this requirement is primarily due to the high costs of medical equipment attached to the air ambulance aircraft.

- (b) Primary and Non-Contributing. The required insurance policy shall be primary and any other insurance, deductible, or self-insurance maintained by the Authority shall not contribute with this primary insurance.
- (c) Cancellation. Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Authority except ten (10) days shall be allowed for non payment of premium.

G. AUTHORITY DISCLAIMER OF LIABILITY

The Authority expressly disclaims any and all liability for any and all loss or damage to the aircraft and/or vehicles and/or personal possessions of the tenant/operator or for aircraft/vehicles/personal possessions of others which are in the care, custody and control of the tenant/operator (including, but not limited to, the loss of use and including diminishment of value thereof). Authority shall not be required to carry insurance on any of tenants'/operators' personal property and shall not be obligated to repair any damage to tenant's/operators' property or to replace in whole or part any of tenants'/operators' property.